CARS User Enrollment Quick Reference Guide

__Note__: Verify that your supervisor has CARS access to approve your request and be certain of the correct __Modules and Roles__ (see table below) you are attempting to access __BEFORE__ logging in to the system.

Users Without A Treasury User Provisioning Service (UPS) ID and Password

1. Go to https://www.gwa.fms.treas.gov/gwa.html
2. Select **[Register]** in the upper right corner.
3. Follow the **Enrollment Screens** sequentially to access your **User ID and Password**.

__Note:__ If you are unable to search for your supervisor, this indicates he/ she is not currently enrolled. You cannot proceed until your supervisor has access to approve your request.

Users With A Treasury User Provisioning Service (UPS) ID and Password

1. Go to https://ups.fms.treas.gov/index.html.
2. Enter your **User ID** and **Password**.
3. Select **[Manage My Application]**.
   a. Verify the appropriate supervisor is assigned to YOUR ID __BEFORE__ **[Update]**ing or **[Add]**ing access.
   b. If incorrect, select **[Modify My Supervisor]** then make the necessary changes.
4. Go to the **[Treasury User Provisioning]** Main screen.
5. Select **[Manage My Applications]**. A list of applications appears.
6. Next to **CARS**, select **[View]** or **[Add]**.

Users Adding CARS

1. Select **[Add CARS Access]**.
2. Go to number **[8]**.
3. Select **[Modify CARS User Access]**.
4. Select the appropriate **[Add Module/Role]** needed from the **[Drop List]** menus.
   (This may take a few moments, please wait until the screen is refreshed after each selection.)
5. Leave the **[A group]** field blank.
6. Type your *Parent ALC* or *Account* in the **[Permissions]** field.
7. Select **[Add Module/Role]** for additional access.
8. After all selections have been made, click [**Next**] and then [**Finish**].
   a. An email is then sent to your supervisor providing notification and requesting access approval.
   b. Upon supervisor approval, FMS will then send you an email notification confirming access approval.
   c. Access to **CARS** will occur within approximately one week.

Customer Relationship Management
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202-874-9776

Modules and Roles

NET (Non-Expenditure Transfers)
  AR – Agency Reviewer
  AP – Agency Preparer
  AC – Agency Certifier
  AA – Agency All

APROP (Appropriations)
  AR – Agency Reviewer

ACCTSTMT (Account Statement)
  AR – Agency Reviewer
  GR – Government Reviewer

TDO Payments
(replaces RFC Agency link)
  AV – Agency Viewer
  RFCV – RFC Viewer

BPD (Borrowings from Treasury)
  AR – Agency Reviewer
  AP – Agency Preparer
  AC – Agency Certifier
  AA – Agency All

CTA *(Classification and Transactions Authority)*
  AR – Agency Reviewer
  AP – Agency Preparer
  AC – Agency Certifier
  AA – Agency All

BPDR
  AR – Agency Reviewer
  AP – Agency Preparer
  AC – Agency Certifier
  AA – Agency All

BPDW
  AR – Agency Reviewer

WJV (Warrant Journal Voucher)
  AR – Agency Reviewer

To Update Current User Demographics

1. Go to https://ups.fms.treas.gov/index.html
2. Enter your **User ID** and **Password**

For FMS Employees and ITIM Users:

1. On the **Welcome Page**, near the top locate
   "Please click here for password and demographic changes to your account"
2. Select the **HERE** link.
3. Select the **Change Profile** link.
4. From the left navigation list, select the **Contact** link .
5. Make any necessary changes to the **Address** or **Phone Number**.
6. Select **OK**
7. Select **Logoff** from the upper right corner.

For Non-FMS Users:

- On the **Welcome Page**, select either **Update My Information** or **Change My Password**.

To Update Personal Information

- On the next page you may update any of the empty boxes, then click **Next**.

To Change Your Password

- On the next page enter your **CARS User ID**, your **Current Password**, then enter the **New Password** you would like to use, then select **Change Password** to complete this process.

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